

Opening a New Office

Complete this form if you are opening your own office. The required fee of \$10.00 must be submitted with this request. Activation of an Escrowed License requires proof of applicable continuing education in addition to payment of the Errors & Omissions Insurance premium. Make your check or money order payable to the Kentucky Real Estate Commission (KREC).

If you have been affiliated with another principal broker your license must be released before this change can be made. The released license can be mailed to the Commission and/or attached to this form. Attach a Letter of Acceptance and/or use the Fax-on-Demand (*Transfer Request Form*) document #200 to accept licensees who will be affiliating with this new office.

Broker's Name: _____ **Telephone:** () _____

Company Name: _____

Company Street Address: _____

City: _____ State: _____ Zip: _____ E-mail address: _____

Please check one: (This does not apply to offices located outside of Kentucky)

- ☐ This office is located in an incorporated area of _____
County
- ☐ This office is located within the city limits of _____
City

Principal Broker's Signature

Date

ESCROW ACCOUNT VERIFICATION

(Must be completed by the Kentucky Bank handling the Escrow account.)

Bank Name

Firm Name	Account Number
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Bank Address	City	State	Zip Code
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Bank Official's Title

Bank Official's Signature

Please mail completed form and the required check/money order to:

Kentucky Real Estate Commission
10200 Linn Station Road, Suite 201
Louisville, KY 40223
(502) 429-7250 Toll Free: 1-888-373-3300 Fax: (502) 429-7246
Fax-on-Demand (888) 573-2329